



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date September 14, 1976	1. Agency Address Georgia Department of Human Resources Division of Physical Health - Office of Health Education and Training Room 520-H - 47 Trinity Avenue, S. W. Atlanta, Georgia 30334	Application Number 76-308	
Application Number 119		Date Received SEP 16 1976	Date Completed SEP 24 1976
2. Person to Contact Helen Cunningham		Working Title Secretary III	Telephone Number 656-4655
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ Program began July 1, 1976	5. Records Series Title (followed by title used in office, if different) Physical Health Education and Training Unit Subject Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Physical Health is responsible for the administration, direction, and coordination of the Physical Health programs throughout the State. This is accomplished by the establishment of health standards for business, housing, field operations, and hospitals; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the supervision of construction and licensure of health facilities; and the daily State-wide program of registration, statistical coding certification and preservation of the births, marriages, divorces and annulments of marriage, and deaths that occur each year in the State. The Office of Health Education and Training is responsible for providing orientation and training in health education to the consumers and/or providers of Georgia; conducting District planning sessions with environmental sanitarians, health program representatives,			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: administering and publicizing (State-wide) physical health programs available to the residents of Georgia. Included are: materials for providing continuing in-service educational programs for all DHR Division and District offices and County health departments; assisting health personnel, State-wide, to keep abreast of developments in preventative health programs, services available for physical health problems, school health services and education programs through the coordinated efforts of State and private organizations; and promoting all health services by radio, newspaper and television for public and physician awareness. File is arranged: by district; thereunder by county; thereunder alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>60-100</u> ; Seven to twelve months old <u>--</u> ; Thirteen to twenty-four months old <u>--</u> ; twenty-five months and older <u>---</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>16 1/2</u> ; Legal-size drawers <u>---</u> ; Shelves <u>---</u> ; Other (specify) <u>---</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

To determine progress of program and to assure source of reference.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____

☒ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☒ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Rennie S. Jenkins</i>	9/14/76	<i>Elizabeth Crane</i> WMA	9/14/76
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)			
State Auditor/Designee	<i>[Signature]</i>		9-22-76
Secretary of State/Designee	<i>Charles Hart</i>		9-20-76
Attorney General/Designee	<i>[Signature]</i>		9-22-76

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Physical Health Education and Training Unit Subject Files

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6. nurses, and health educators; providing continuing in-service educational programs for all Division personnel which will facilitate the efficiency of performance within and between sections, districts, and counties; providing Lifestyle exhibits for use in health departments, hospitals, shopping malls, conventions and exhibit halls to either assist in or produce exhibits for the Health Departments; increasing physician awareness of and response to physical health concerns at the local level; providing community awareness programs for stroke, heart attack, kidney failure, and other diseases; assisting staff within Division, District and County health departments to keep abreast of developments in school health services and education programs as provided by coordinated efforts of State and private organizations; developing and distributing a Health Education Handbook to 159 county health departments, school districts, voluntary health organizations, and libraries; developing and distributing a Health Education calendar to county health departments, school districts, libraries, voluntary health organizations, radio, newspaper and television; and writing a VISTA grant requesting workers to assist county health departments and voluntary health agencies in strengthening and supplementing efforts to provide awareness of the risk factors of strokes and heart attacks for low-income and Black communities and other high risk target populations; and to promote volunteerism in public health.